

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334. Attention: Scheduling Section.

881028-06

<b>FOR AGENCY USE</b>		<b>1. Agency Address</b>	<b>FOR RECORDS MANAGEMENT USE</b>	
Application Date		Georgia Department of Education Office of Evaluation and Personnel Development, Personnel Development Division Teacher Recruitment Office 1858 Twin Towers East, Atlanta, GA 30334	Application Number	89-037
Application Number			Date Received	Date Completed
			MAY 10 1989	JUN 12 1989
<b>2. Person to Contact</b>		<b>Working Title</b>	<b>Telephone Number</b>	
Linda Jordan		Coordinator	656-4339	
<b>3. Action Requested</b>				
a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate.				
b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated.				
c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void				
<b>4. Dates of Series</b>		<b>5. Records Series Title (followed by title used in office, if different)</b>		
Earliest	Latest			
1984	to date	Teacher Recruitment Critical Fields Survey Files		
<b>6. Division and Office Function</b> What is the function of the Division and the Office in which this record series is created?				
The Personnel Development Division is responsible for providing financial and technical assistance to local school systems and post-secondary institutions in the area of staff development, teacher education and recruitment. This division promotes research, development and dissemination of new and innovative materials and procedures for staff development programs, teacher education and recruitment. The Teacher Recruitment Unit is responsible for three major services: 1. Vacancy Posting Service, 2. Available Personnel Files and 3. Job Fairs. In 1984 the Governor's Education Review Commission, appointed to study public education in Georgia, expressed concern over the quality and quantity of teachers in Georgia's classrooms and recommended the establishment of a statewide networking system to disseminate materials and information about teaching. The Critical Fields Survey Form (DE Form 0541) was developed to gather information from the school systems to determine the number of positions filled by replacements or newly created positions, the difficulty in locating qualified				
<b>7. Record Series Description</b> This file contains the following documents (include form numbers and titles, if any): Attach samples of the file.				
Documents relating to: Determining the number of positions which were filled to start a school year, establishing the fields in which it is difficult to locate qualified applicants and the reasons for losing and creating positions. Included are: Critical Fields Survey Forms (DE Form 0541) from 186 school systems, RESA's (Regional Educational Services Agencies), Psychoeducation programs and state schools, Tally Sheets, computer printouts and final reports.				
File is arranged: Chronologically by Fiscal Year, thereunder alphabetically by school system				
<b>8. Monthly Reference Rate</b> How often are records referred to which are:				
One to six months old <u>Occasionally</u> ; Seven to twelve months old <u>Seldom</u> ; Thirteen to twenty-four months old <u>Never</u> ; twenty-five months and older <u>Never</u> ?				
<b>9. Annual Rate of Accumulation of Records</b>				
Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____				
Current Total Accumulation: 2 Lateral Files				

X	a. Is this the official copy of the series? If not, where is it?
X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X	c. Is this a vital record?
X	d. Does this series have historical or long term research value?
X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
X	f. Is the information contained in this series ever published? If yes, attach copy.
X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
X	i. Is this series (or a major portion of it) regularly microfilmed?
X	j. Does the record series result in a computer printout? (Future plans to computerize the program)

# 11. Retention Requirements

The following requires the series to be kept:

- |                          |              |                                   |                |
|--------------------------|--------------|-----------------------------------|----------------|
| a. State Law             | _____ years. | d. Audit period                   | _____ years.   |
| b. Statute of limitation | _____ years. | e. Administrative need            | 2 _____ years. |
| c. Federal law           | _____ years. | f. Federal retention instructions | _____ years.   |

Attach copy or excerpt of laws or regulations. Explain administrative need.

# 12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☒ Fiscal Year; ☐ Other \_\_\_\_\_ then,

- ☒ Hold in the current files area \_\_\_\_\_ month(s) 1 \_\_\_\_\_ year(s); then
- ☐ Transfer to local holding area; hold \_\_\_\_\_ year(s); then
- ☒ Transfer to State Records Center; hold 1 \_\_\_\_\_ year(s); then
- ☒ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

SEE ATTACHMENT SHEET

1989 MAY 10 AM 11:29

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Billy E. [Signature]</i>	10/25/88	<i>Yickie Baker</i>	10/25/88
881028-06		State Records Committee (Signature)	Date
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>[Signature]</i>	6/1/89
	Secretary of State/Designee	<i>Edward Weldon</i>	6/5/89
89-037	Governor/Designee Attorney General/Designee	<i>W.H. [Signature]</i>	6/7/89